Instructions
for
Utilizing NCIC Record Image Capability

These instructions cover the basics of entry & query. See the NCIC 2000 Operating Manual for additional information.

1) Enter your person or property base record into NCIC.

2) Save your image to a file on your PC.

These can be downloaded from an internet site, scanned in, or imported from a digital photograph.

3) Associate the image with your already existing person or property record.

In the OpenFox forms menu select IMAGES - NCIC, and select ENTER from that dropdown list.

- To enter a mugshot, signature or identifying image, click the first selection.

  Enter the NIC number, Date of Image, and select Image Type.

- To enter a fingerprint image, click the second selection.

  Enter the NIC number and Date of Image.

Transmit / Enter transaction.

  A box will pop up titled "Scan Image".

- If the image to be loaded is in "jpg" format, click LOAD FILE. Then go to your saved image and open it. *This will load it into your OpenFox form.*

- If the image to be loaded is not in "jpg" format (i.e., "gif" or "tif"), go to your saved image and copy it. Then go back to your OpenFox form and click PASTE. *This will paste the image into your OpenFox form.*

If you receive an error message indicating the image is too large to be loaded, click CROP IMAGE.

Click IMAGE READY.

  You will receive a response from NCIC that says "IMAGE IS ACCEPTED" and it will contain the IMAGE NUMBER (IMN) and IMAGE TYPE (IMT) .

4) Query

Select and complete the applicable NCIC query form.

To know when there is an image associated with a record, look closely at the response, as it will contain at least one Image Number (IMN) Field and an Image Type (IMT) Field. The example below contains two images – a mugshot and an identifying image.

```
--NCIC--

MKE/WANTED PERSON
ARMED AND DANGEROUS
FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/KSXXXXXXX NAM/J0NES,BUBBA D SEX/M RAC/W POB/KS DOB/19700401
HGT/602 WGT/200 EYE/BLU HAI/BR0 SKN/MED SMT/TAT UL ARM
OFF/AGGRAV ASSLT - NONFAMILY-GUN
DOW/20030715 OCA/TEST
MIS/HARLEY-DAVIDS0N XL DRAG BIKE
VIN/1HD4CAM35NY114599 VYR/1992
VMA/HD VMO/CYL VST/MC VCO/BLK/0NG
ORI IS KHP STATE HDQ TOPEKA 785 296-6800
IMN/I045500288 IMT/M
IMN/I047000479 IMT/I
NIC/W036002881 DTE/20030715 1457 EDT
** TEST** THIS RESPONSE IS FROM THE NCIC TEST SYSTEM.

--END--
```

The instructions on the following page tell you how to bring the associated image(s) down to your workstation.

<u>View All Images</u>

In the OpenFox forms menu, select IMAGES - NCIC, and select REQUEST IMAGE DATA. Insert the base record NCIC NIC NUMBER, insert "Y" in Image Indicator (IND) Field, and transmit.

Example – Image #1 (Mug shot)

Example – Image #2 (Identifying Image)

This is the "identifying image" associated with this wanted person record, which happens to be the vehicle this subject is believed to be driving.


```
MKE/IMAGE
IMR/
Begin Image
Image Type:    I
NAM:JONES,BUBBA D DOB:19700401
RAC:W HGT:602 WGT:200 DOI:20030615
```



```
NIC:W036002881 IMN:I047000479
MIS:
End Image
```

NOTE: This NCIC record (NIC/W036002881) remains in the NCIC test system. It and the associated images can be queried by you.

(To utilize the NCIC test system, you need to insert a "Y" in the "Test Indicator Field", which is the last field on each form.)

5) Modify

A modification can be made to modify the date of the image, or to replace the existing image with a different one. (See the NCIC 2000 Operating Manual, Page 12-13 of the Image File for more on this.)

6) Cancel

An image can be cancelled to unlink it from the record it is associated with. (See the NCIC 2000 Operating Manual, Pages 14-15 of the Image File for more on this.)

Images are retired at the same time the base record is retired, if the image is not shared with any other record(s).

ADDITIONAL NOTES

Now that Kansas DL photos are available on the KCJIS web portal, you can easily download those photos and associate them with your NCIC person file records. However, users are cautioned to only utilize a DL photo when it is known with absolute certainty the photograph does, indeed, match the subject of the NCIC record entry.

For missing children, a photo obtained from the family can be scanned into a PC and easily associated with your NCIC missing person record. If you don't have a scanner, perhaps the reporting party has a digital photo image they could provide on a floppy disk or e-mail to you.

NCIC allows the following types and number of images to be associated with a file record:

NCIC Person Files	* Mugshot (IMT/M)	Signature (IMT/S)	Right Index Fingerprint (IMT/F)	** Identifying Image (IMT/I)
Missing Person	1	1	1	10
Wanted Person	1	1	1	10
Unidentified Person	1	1	1	10
Protection Order	1	1	none	none
Convicted Person on Supv Release	1	1	none	10
Convicted Sexual Offender	1	1	none	10
Violent Gang & Terrorist Organization	1	1	none	10
Deported Felon	1	1	none	10
Foreign Fugitive	1	1	none	none
U.S. Secret Service Protective	1	1	none	10
NCIC Property Files				
Vehicle	none	none	none	1
Boat	none	none	none	1
Vehicle/Boat Parts	none	none	none	1
Article	none	none	none	1
Gun	none	none	none	none
Securities	none	none	none	none

*   A DL photo or other facial photo identifying a person entered into NCIC would be considered a "mugshot" and would be entered as (Image Type) IMT/M.

** An identifying image (IMT/I) could be a photograph of the stolen property (an article, vehicle, boat, vehicle or boat part), or a person's tattoo, a person's dress, a gang's graffiti, etc.